



STATE OF CONNECTICUT
TEACHERS' RETIREMENT BOARD
21 GRAND STREET HARTFORD, CT 06106-1500
Toll-Free 1-800-504-1102 (860) 241-8400 Fax (860) 525-6018 www.ct.gov/trb

A MESSAGE FROM THE ADMINISTRATOR

Dear Member:

At some time in your career you may find it necessary to contact us regarding your account.

You may be in need of funds and wish to withdraw some or part of your funds from your account with us. If you are an active member and have a voluntary account, you are allowed to withdraw funds from your voluntary account one time in your career. You are not allowed to withdraw or borrow funds from your regular or supplemental accounts while an active member of this system.

If you are no longer able to perform the duties of your assignment due to a physical or mental impairment, you may want or need to explore the possibility of applying for a disability allowance through this system.

You may be among one out of every two members in this system who have purchasable credit and want to explore your options of purchasing such service credit towards your retirement, enabling you to retire earlier or with a higher pension.

We encourage you to visit our web-site for information, publications, brochures, forms and answers to questions before contacting us by telephone. We are extremely limited in our ability to handle the volume of telephone calls received by this office on a daily basis. If the issue is not available on the web-site, it is very likely that it will require a staff member to research the answer. In such case, we need your questions in writing.

If you are planning on retiring, we encourage you to file an application for retirement as soon as possible. The staff must focus their attention on the immediate and most pressing needs of our members; especially for those who have applied for benefits such as retirement, disability, service credit purchases, health and refunds of accounts.

All applications and money received by this office from a member are acknowledged in writing.

We appreciate your patience and look forward to serving you.

Sincerely,

Darlene Perez
Administrator



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2004 – 2005 ANNUAL MEMBER STATEMENT

Enclosed is a statement of your account as a member of the Connecticut Teachers' Retirement System. Take the time to review this statement carefully to ensure that your account accurately reflects your work history.

Important Notes:

- This statement includes only activity prior to June 30, 2005.
- Funds that were withdrawn and service terminated will not be included in your work history.
- Changes/corrections to name, date of birth, social security number or address:
 - Active members must submit changes directly to the employer (only) and not to this office.
 - Inactive members or active state employee members must submit changes in writing directly to this office. A Change of Address/Name Form may be downloaded directly from the TRB website. (www.ct.gov/trb)
- Beneficiary changes must be done in writing on the appropriate form and submitted directly to this office for processing. The Active Teacher Beneficiary Form may be obtained from your employer or downloaded directly from the TRB website. (www.ct.gov/trb)
- Eligibility for membership in the Connecticut Teachers' Retirement System:
 - You must be employed in a position in a Connecticut public school that requires certification issued by the State Department of Education.
 - You must be employed for at least an average of half a school day in a covered position.
 - You must be legally certified by the Connecticut State Department of Education, Certification Bureau, phone (860) 713-6969, to receive credit for your employment.
 - If you are not covered by the appropriate certification for all of your assignment, you are not entitled to retirement credit for that portion of your assignment not covered by proper certification.
 - If you are a member of the professional staff with the State Board of Education or employed by the University of Connecticut or any of the state colleges or universities, you are exempt from the certification requirements.
- If you believe there is an error on your statement:
 - Photocopy your statement.
 - Highlight the year(s) in question and write a brief explanation what you feel is incorrect.
 - Submit your written request to our office at the address listed above.
 - Your account will be reviewed, any corrections will be made and you will be sent a written explanation and/or a corrected statement. We are backlogged in every section of our Agency, so please be patient while waiting for responses.
- Please visit our website at **www.ct.gov/trb** for answers to many of your membership questions. The TRB website has several pages designed for your convenience. Visit our "What's New" page for timely news and information on topics such as legislative changes, tips for active teachers and interest rates. The "Publications" page has all of our TRB forms, applications and informational bulletins available for download. The "Directory" page lists TRB telephone and fax numbers, office and email addresses, business hours and links to other websites of interest to our members. The "About the Board" page gives directions to our office and the names of the current Board Members. The "FAQ's" page provides answers to questions on a variety of topics such as
 - downloading forms, initiating a voluntary account, divorce, survivorship benefits, additional credited service and health insurance to name just a few. We encourage you to bookmark the TRB website on your computer and visit it often for updates.